

RESOLUTION ADOPTED BY THE  
BOSTON REDEVELOPMENT AUTHORITY  
DECEMBER 12, 1968

1. RE: Establishment of a class of temporary employees to be known as Development Program Employees.

Whereas, the expanded staff requirements for carrying out the Boston Development Program will exist for a temporary period and can best be met by a maximum flexibility in hiring, dismissal, promotion, and transfer of staff, and

Whereas, if such staff were to be classified as permanently employed within the meaning of Section 2600 of Chapter 121 of the General Laws, it would seriously jeopardize the Authority's ability to carry out the program with maximum efficiency and economy,

Therefore, be it Resolved that there shall be established a new class of temporary employees of the Authority which shall be known as Development Program Employees who shall be employed from time to time for work in the Development Program and shall not be considered as permanent employees of the Authority. All such employees, unless otherwise specifically provided, may be dismissed at any time for cause or on three months' notice without cause.

<b>BRA EMPLOYMENT OPPORTUNITY</b>		<b>PLEASE POST!!</b>	
<b>TITLE:</b> SENIOR PLANNER I		<b>JOB VACANCY POSTING NO.</b>	23-01
<b>EMPLOYMENT STATUS:</b> BRA Development Program Employee (See Definition on Reverse)		<b>POSTING DATE:</b>	04/25/01, Rev: 4/4/02, Rev 9/26/02
<b>DEPT/DIV:</b> PLANNING AND ZONING		<b>EXTERNAL DATE:</b>	05/08/01
		<b>POSITION FILLED:</b>	
		<b>DATE:</b>	
		<b>NAME:</b>	

**SUMMARY:** Under direction of Director of Planning and Zoning, manage and conduct planning initiatives; conduct planning research and studies; engage community and other constituencies to solicit input and feedback.

Manage and conduct planning initiatives for specific city neighborhood(s). Meet with representatives of various city agencies, community or civic groups, business/commercial organizations and other involved parties to solicit input regarding needs and concerns; organize and lead project committees. Define objectives and scope of planning projects; develop and execute studies and surveys. Research, prepare and submit design proposals. Manage committee activities and assignments concerning specific projects. Follow through with committee involvement; present information; negotiate to achieve consensus while promoting Agency position on various issues. Write summary reports of studies and completed project proposals.

Research, formulate, and draft recommendations to the Zoning Board of Appeal regarding appeal cases. Solicit information from the appellant, abutters, and other members of the community. Research and apply pertinent planning issues. Write and forward recommendations.

Compile, draft and submit various grant and other funding proposals. Research and identify funding opportunities for planning and development initiatives.

Collaborate in the development and administration of specific planning and project budgets. Participate in the selection and oversight of external planning, design or engineering consultants contracted to conduct studies for projects.

Research, draft and present various reports, including grant proposals or other funding requests, planning documents, public meeting summaries, proposal updates, etc.

Establish and maintain current knowledge of planning issues and physical aspects of city neighborhoods and districts.

Respond to public inquiries.

Prepare and conduct presentations at community meetings and neighborhood advisory groups; during both day and evening hours.

Manage administrative aspects of grants and consultant contracts.

Supervise and manage studies required for comprehensive and master plans in the neighborhood(s).

Write reports, memoranda and letters.

Manage the updating of database information; prepare maps and other presentation materials; conduct studies needed for the design and planning of city initiated projects.

Work with other City, State and Federal agencies.

Perform other related duties as required.

**QUALIFICATIONS:** Work requires completion of a Master's degree in Urban Planning or related field plus five to seven years progressively responsible related planning experience, in the public sector. Knowledge of zoning, land use and environmental laws and regulations. Knowledge of, and experience in, housing, transportation, commercial and other planning issues. Personal computer proficiency required with GIS experience and proficiency.

**GRADE: 20**

**HIRING RANGE: \$47,629.40-\$57, 275.40**

**To apply: Submit resume/application to Human Resources, BRA, 43 Hawkins Street, Boston MA 02114.**

E-mail: [hr.bra@ci.Boston.MA.US](mailto:hr.bra@ci.Boston.MA.US) Fax: 617-918-5458

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**APPLICANTS MUST BE RESIDENTS OF BOSTON ON DATE OF HIRE.**